

UNIVERSITY OF WISCONSIN OSHKOSH
COLLEGE OF NURSING

GRADUATE PROGRAM
Master of Science in Nursing

Nurse Educator
Clinical Nurse Leader

Culminating Project Toolkit
2023-2024



UNIVERSITY OF WISCONSIN
OSHKOSH

The MSN Program at the University of Wisconsin Oshkosh College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

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CULMINATING PROJECT FOR NURSE EDUCATORS (N793)

Nurse Educators take Nursing 793 and complete a culminating project in the program. The culminating project must be evidence-based and related to teaching/education. Students demonstrate the integration and application of the MSN Program learning outcomes and professionally disseminate project results. Students are assigned a Culminating Project Chair at enrollment into the program. Only doctorally prepared faculty in the College of Nursing are eligible to be chairpersons for a culminating project. The chairperson will guide project development, implementation, evaluation, and writing the final paper. It is very important that students are comfortable with, and able to work collegially with the chairperson. Several options for culminating projects are described below. Final project approval is coordinated between the MSN student and Culminating Project Chair. This is not an all-inclusive list.

Examples of Types of Nurse Educator Culminating Projects

1. **An Analysis Paper/Systematic Review of Literature:** This paper requires students to take a position and defend it via use of the existing literature. Position papers may be used to support programmatic changes or to advocate for policy change. The systematic review is based on a PICOT question. Students are required to collect and critically analyze existing literature directed at answering the question. Nurse Educator students may complete a systematic review of literature (SROL) on a topic relevant to nursing education. The SROL must be manuscript ready. Manuscript submission to a peer reviewed journal will meet dissemination requirements. The following describe the layout of the SROL:

Title: State Focused Clinical Question

Objectives of the Evidence-Based Literature Review

- What are the objectives of the focused question relative to the overall evidence-based literature review on this topic?
- What specifically do we want to find out and report on about this question relative to the topic?

Statement of Problem (aka Study Justification)

- What is the problem addressed by the focused question/topic?
- What significance does addressing this problem have for the following items?
 - The clinical or educational practice of nursing students
 - Refinement, revision, or advancement of knowledge, theory or research
 - Nursing program development
 - Societal needs related to nursing education
 - Health care delivery and health policy as it relates to education

Background Literature

Keeping in mind the expectations and standards of a peer reviewed scholarly journal, critically synthesize the background information and literature for the problem addressed. What is currently known about the problem and what is not yet known? Provide relevant definitions, descriptions of the intervention and approach, as needed. Address how this evidence-based review will contribute to our understanding or resolution of the problem addressed.

Methods for Conducting the Evidence-Based Review

In this section, describe the following:

- Search strategy, including inclusion and exclusion criteria and screening procedures
- □ Procedures for identification and collection of articles
- Approach to appraisal of articles to be included in the review
- Quality control/peer review process

Results

This section has two parts: The first part is the Evidence Table—a *snapshot description* of each study's characteristics and a critical appraisal of study findings and limitations.

The second part is a *narrative synthesis* of findings from all studies viewed as a group from an evidence-based perspective. This is the major aspect of your results because this section provides the reader with a synthesis of the findings written in scholarly, narrative prose. In other words, keep in mind that readers will typically find this scholarly analysis to be the critical component of the evidence-based literature review. It may be helpful for the writer as well as the reader, to group the results of the review according to themes or categories to analyze and summarize the findings.

To synthesize the articles and create the results:

- The goal of this step is to systematically reach a synthesis of the findings of the literature review from an evidence-based perspective. This section is what will be written for the results section to complement the Evidence Table.
- Synthesize by answering the question "What do we know, from an evidence-based perspective, about specific dimensions of the focused question? The synthesis must reflect the strength of the findings in relation to the *types of study design* and the *methodological weaknesses present (biases and study limitations)*).

Discussion and Implications for Practice, Education and Research

This section is an opportunity for reviewers to interpret the evidence synthesis (results of the review) for practice and to develop implications for practice, education, or future research.

End this section of the article with a response to these questions:

- Do the findings warrant further research? IF YES, what kind of questions and directions?
- What principles or fundamental conclusions can be applied to practice, education and research from the review?

2. **A Grant Proposal:** You may develop the literature review and methodology for an applied research study or request for additional services. Methods sections for a grant proposal include details about sampling or target audiences, instruments, procedures, data analysis, budget, and timeline. Similar to other projects, the grant must focus on integration and application of program learning outcomes in relationship to education (academia, hospital system, community setting).

3. **An Intervention Plan:** This formal plan includes a literature review about an intervention being proposed, and a detailed methods section focusing on implementation and evaluation of the intervention. As an example, a hospital-based nurse educator is interested in integrating unit-based education to reduce infection rates.
4. **A Clinical Protocol:** Assuring that quality, patient-centered care is provided is dependent on the development of evidence-based clinical protocols. This format requires you to complete a literature review and develop a detailed clinical protocol including strict assessment and evaluation criteria of studies germane to the protocol. Protocols are developed independently, or with a team.
5. **Development of an Educational Program.** This type of paper will provide a literature review about the general topic as well as a review of existing educational programs that address the topic. A rationale for why a new educational program is needed is required. The paper will include details regarding implementation and evaluation of the selected educational program.
6. **Association with a Research Team.** As a part of this, you must produce a scholarly product (publication, review of literature) that meets program objectives. Students are notified via email at any time during the program and also during Nursing 701 (Translational Scholarship) of faculty research endeavors and the faculty's need for team members to assist in carrying out research goals. Students can sign up to be on a team and will work with the designated faculty member for 1-2 semesters to accomplish specific goals. The faculty member may or may not become the student's Culminating Project Chairperson. Student responsibilities on the team vary, but can include:
 - a. Attending research team meetings either at UWOSH or at an affiliated agency.
 - b. Conducting literature searches or other scholarly data gathering activities.
 - c. Writing systematic reviews of literature
 - d. Preparing Institutional Review Board proposals and/or approval documents.
 - e. Carrying out research or other evidence-based practice activities.
 - f. Preparing posters for presentations.
 - g. Preparing manuscripts or other documents for dissemination at the direction of the faculty chair
7. **Individual Clinical Paper/Project Option.** When choosing this option, students prepare a brief proposal as required by the faculty chairperson. Continue drafts until chair gives approval. Prepare an abstract of your proposal (approximately 250 words). Once approved, prepare Institutional Review Board (IRB) forms and submit for approval. If you plan to use human participants in your culminating project, even if it is in an informal way, you **must** submit an IRB application. Obtain the IRB forms from the Office of Sponsored Programs website at: <https://uwosh.edu/sponsoredprograms/irb/>. Complete the Determination of Human Subjects Research form and follow the procedure for gaining approval. Your chairperson must sign all IRB documents prior to submission. In addition to the copies that are requested for submittal by the IRB, please submit a copy to your chairperson. Students must also complete the Collaborative Institutional Training Initiative (CITI) Training Course. See the UWO IRB webpage: <https://uwosh.edu/sponsoredprograms/irb/> for the link to this course. Collect your data and work closely with your Chairperson as you develop and write your paper.

Writing the culminating project offers an opportunity to implement beginning dissemination skills. The culminating project requires critical thought, careful design, and thorough search of appropriate literature. The final product must be clear, concise, definitive, and integrated. By reading only the first and last chapter (introduction, conclusions/recommendations), the reader should be able to understand the problem investigated, the methods used to study the problem, and the results of the investigation. The intermediate chapters should detail the theoretical framework, related literature, the design, methodology, data analysis, and the findings or outcomes of the project. The organization and format of the final paper may vary depending on the nature of the project and the recommendation of the student's chairperson. If students use statistical analysis, a College of Nursing research assistant is available as a resource for assisting with data analysis.

Students need to make appointments with the research assistant prior to data collection to discuss research instruments and code book. There is no fee associated with this service.

APA format (latest edition) is required by the CON and Graduate School. See the current edition of the *Publication Manual of the American Psychological Association* for organization and writing of the research manuscript.

Guidelines for Culminating Project Written in 5-Chapter Format

Chapter I Introduction

- General introduction to the problem and problem statement.
- Describe rationale for and significance of studying the problem.
- Identify the purpose and objectives of the study and the general research approach.
- Clearly state the hypotheses to be tested or research questions if the study is qualitative.
- Define the study variables in conceptual and operationalized form.
- State the major assumptions on which the study is based.

Chapter II Theoretical Framework & Review of Literature

- Review the relevant literature and present a critical analysis of theoretical literature from nursing and/or related fields and the study variables to place the study within a theoretical context.
- Relate how research findings and/or the opinions of experts, based on your review of literature, agree or differ.
- Summarize the literature; give an insightful interpretation on the main points.

Chapter III Methodology

- Describe study design and rationale for methodology. If quantitative, describe efforts to control extraneous variables.
- Describe sample and sampling plan.
- Describe data collection instruments, including assurance of rigor and/or reliability and validity and results of pre-testing (if applicable).
- Describe data collection procedures (including ethical procedures for protection of human participants).
- Describe detailed method(s) of data analysis (quantitative or qualitative).
- Describe limitations of the study.

Chapter IV Results & Discussion

- Present results, analyze and interpret data related to each hypothesis or research question; discuss the support of (or failure to support) hypotheses (if applicable), or the meaning of the data in relation to the research questions.
- Compare results of findings with previous scholarly work.

Chapter V Summary, Conclusions, & Recommendations

- Summarize main features of the study, including a brief statement of the problem, features of the design and methodology, and one or two statements about each major finding.
- State implications of the findings for nursing practice, education, and/or administration (if applicable).
- Make suggestions for further research to further develop nursing knowledge in this topic area and/or to refine the methodology of the study.

Tables

- Evidence tables (SROL) as required by your chairperson.
- Table as required

Format Approval

Students completing the 5-chapter option must comply with the Office of Graduate Studies deadlines for format approval (published on the Office of Graduate Studies website each semester). Under certain circumstances, the deadline for format approval and/or submission of final, signed copies may be extended. A student, after conferring with the culminating project chairperson, may fill out a request (available from the Graduate Program Assistant) and have it signed by the chairperson. Read the “justification” section carefully. Note the first sentence: **Extensions are not automatically granted.** Submit the request to the Director of Post-Licensure Programs. If the Director approves the request, the request is then forwarded to the Office of Graduate Studies. If the request is denied at any level of review, the student will be notified immediately. **Please note that extending the deadline for format approval may delay graduation by one term. Additional tuition fees may apply for any student extending their graduation term due to the extension.** A student can obtain the Request for Extension of Project Completion Form from the Graduate Studies website at: <http://www.uwosh.edu/gradstudies/audience-navigation/current-students/project-extension-request>

Guidelines for Culminating Project Written in Manuscript Form

The manuscript option for the clinical paper/project requires a clinical paper proposal and one manuscript. The clinical paper proposal consists of the: (a) introduction, (b) conceptual/theoretical framework and review of literature, and (c) methodology.

A manuscript may be submitted to a refereed journal **prior to the Office of Graduate Studies clinical paper formatting deadline.** This manuscript should be a report of the research or project the student conducted to fulfill the requirements for the degree. It should follow Author Guidelines for the journal to which it will be submitted. The Culminating Project Chairperson approves the manuscript prior to journal submission.

Authorship Policy

Authorship refers to the listing of names of participants in all written communications of data and their interpretation to the scientific community. Authorship is to be discussed between the participants (faculty and or students) at an early stage in the project and a written agreement will be made. Early drafts of papers should include authorship and other credits to help resolve any future disputes.

Students should normally be the first author on any article based on their graduate research or project. Faculty advisor(s) may negotiate second or subsequent co-authorship

“The Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (International Committee of Medical Journal Editors [ICMJE], 2022) specifies that authorship credit should be given only when the author has made substantial contributions to:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
2. Drafting the work or revising it critically for important intellectual content
3. Final approval of the version to be published
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of a part of the work are appropriately investigated and resolved.

All four criteria must be met for a person to be designated as an author on a manuscript (Oermann, 2019).

“Typically, the first author contributes the most to the project and manuscript. The order of co-authors’ names should be determined by their relative contributions to the work. Co-authors assume responsibility not only for their sections of the manuscript, but for the intellectual content of the paper as whole” (Oermann, 2019, p.31-32).

The College of Nursing has multiple resources to support graduate students in their endeavors. Please see “resources for students”

<http://con.uwosh.edu/con-research-center/>

References

International Committee of Medical Journal Editors. (2022). Recommendations for the conduct, reporting, editing, and publication of scholarly work in medical journals.
<https://www.icmje.org/recommendations/browse/>

Oermann, M.H. (2019). *Writing for publication in nursing* (4th ed.). Springer Publishing, LLC.

Timeline for Writing the Culminating Project Paper

As previously discussed, this list is not all inclusive allowing for flexibility. Choosing final projects, topics and deadlines is completed in collaboration with your chair. Regardless of which option you chose, the narrative results of your work (paper) is placed in your portfolio (submitted to the CON during the last semester/Advanced Practicum). Students often inquire about the length of papers and timeline. Typically, written papers average 20-25 pages with a minimum of 20 scholarly references. For systematic reviews and critiques of literature, typically there should be at least ten peer reviewed scholarly works.

During the spring of the first year, students are encouraged to email chairpersons to begin communication regarding the culminating project. During initial meetings topics and areas of interest are developed. By fall of the final year of study, students should have selected an area of interest and begin reviews of literature etc. By early spring (February) of the final year, projects should be fully underway with a focus on completion. By March of the final year, drafts of the final product are exchanged between student and chair. By the last week in April of the final semester of the program, final projects must be complete and disseminated.

All students will submit their culminating projects to the College of Nursing Graduate Program Office. The Graduate Program Assistant will email students with the final submission deadline at the beginning of the final semester (spring) of the program.

Additional Information and Forms for NE Students

Enrollment in Nursing 793

Nurse Educator students are enrolled in Nursing 793 according to their plan of study. **If a student does not complete their Nursing 793 culminating project by the anticipated graduate term indicated on their plan of study, they will be enrolled in Nursing 794 and additional tuition fees may apply.**

Culminating Project Chairperson Agreement

The Post-Licensure Programs Director assigns all Nurse Educator students to a Culminating Project Chairperson upon entering the program. The Graduate Program Assistant will email the student and chairperson during the first spring of the program to introduce the chairperson and student to each other so that communication may begin. After making initial contact with the Culminating Project Chair, the Nurse Educator student must complete a **Culminating Project Chairperson Agreement (Appendix A)** with their assigned chairperson. This agreement between the student and chairperson may be terminated in cases in which the agreement is no longer viable for either party. If the agreement is to be terminated, the student and chairperson must complete a **Termination of Culminating Project Chairperson Agreement (Appendix B)**. The student or chairperson will contact the Graduate Program Office if the agreement is terminated at any time. In the event of termination of the agreement, the Post-Licensure Programs Director will assign the student to a new chairperson.

You should expect multiple drafts and allow a 2-week turnaround time when handing papers to your chairperson. It is helpful to turn in the most recent corrected draft with the current one so the chairperson may compare drafts.

In planning the timeline for working on your culminating project, keep in mind that most faculty have a 9-month contract; they do not have contractual obligations to the university during the period from the end of spring interim to the beginning of the fall semester. If you plan to work on your culminating project during the summer months and anticipate needing guidance from your chairperson, you should discuss this ahead of time. Do not assume faculty will accommodate your schedule or that you are the only student that the faculty member is advising.

CULMINATING PROJECT FOR CLINICAL NURSE LEADERS (CNL) (N761, N757 and N759)

During the three CNL practicum courses, students will spend time completing a culminating scholarly project. The goal of the scholarly is improved quality, safety, and fiscally responsible outcomes. The scholarly project is often conducted in the practicum agency unit/s (academic partner site).

The culminating project serves as an opportunity for students to provide evidence of meeting program, degree, and course requirements. Three CNL practicum courses are required. N761 (112 hours), N757 (112 hours), and N759 (300 hours) Throughout the CNL practicum courses, CNL students will demonstrate emerging CNL role competencies, identified by the 2013 AACN document, *Competencies and Curricular Expectations for CNLs*. Multifaceted assignments are completed in both CNL theory and practicum courses and serve as culminating academic and intellectual experiences for the students.

The project must move beyond description to intervention, evaluation, and sustainability. The student must collect some measure of data and comparative results for analysis that provides a basis for further improvement. The quality improvement project must include all the quality improvement process steps.

The CNL instructor will help guide this process in CNL Practicum Courses I, II, and III. In addition, the Post-Licensure Programs Director will assign all CNL students to a Culminating Project Chairperson. Only doctorally prepared faculty in the College of Nursing are eligible to be chairpersons for a scholarly project. The Graduate Program Assistant will email the student and chairperson to introduce the chairperson and student to each other so that communication may begin.

CNL Course Specific Timelines for Scholarly Project

N761-CNL Practicum I Requirements (Spring Semester)

- In conjunction with N761, the CNL student is required to take N763 Quality in the CNL role. During this course CNL students are exposed to detailed information about the Dartmouth Microsystem Improvement Curriculum (DMIC).□
- During N761-CNL Practicum I, a microsystem assessment is completed utilizing the 5P framework, a tested analytical method that focuses on purpose, patients, professionals, processes and patterns. Identifying strengths and opportunities for improvement. This assessment is completed at the students' practicum site, which is generally the students' place of work; if the agency is in agreement. The CNL student will engage all members of their clinical microsystem (unit) in the process of assessment and awareness building. The student will identify and utilize key quality improvement tools and methods for gaining deeper knowledge, interpret patterns and trends in quantitative and qualitative data to evaluate outcomes of care, and compare to other recognized benchmarks, e.g. national, regional, state or institutional data. The student will utilize the microsystem assessment data to provide the context for problem identification and to inform their selection of a quality improvement culminating scholarly project (theme). Culminating projects generally focus on improving patient safety, quality care delivery,□ and/or the professional practice environment. CNL students are encouraged to make initial contact with their Culminating Project Chair prior to the end of this course.
- In planning the timeline for working on the culminating project, the CNL student must keep in mind that most faculty have a 9-month contract; they do not have contractual obligations to the university during the period from the end of spring interim to the beginning of the fall semester. If the student plans to work on their culminating project during the summer months and anticipates needing guidance from their chairperson, the student should discuss this ahead of time. Do not assume faculty will accommodate your schedule or that you are the only student that the faculty member is advising. It is very important that students are comfortable with, and able to work collegially with the chairperson. This chairperson, along with the CNL instructor, will guide project development.□

N757-CNL Practicum II Requirements (Last Fall Semester)

- In conjunction with N-757, CNL students are required to take N-762; Leadership in the CNL role. Throughout the project process the CNL student will serve as the lead project facilitator. Interprofessional team engagement is pivotal to quality, safety, and sustainable project outcomes. While guiding the quality improvement project, the CNL student will coach select project team members and other colleagues, to meet project aim/s for productive and positive deliverables.□
- The CNL student is required to meet, in person or by phone, with their assigned faculty chairperson and their CNL instructor. Students are expected to remain in contact with their chairperson and their CNL instructor regarding their project work on a regular basis during their final two semesters.□

- After making initial contact with the Culminating Project Chair, the CNL student must complete a **Culminating Project Chairperson Agreement (Appendix A)** with their assigned chairperson.
- This agreement between the student and chairperson may be terminated in cases in which the agreement is no longer viable for either party. If the agreement is to be terminated, the student and chairperson must complete a **Termination of Culminating Project Chairperson Agreement (Appendix B)**. The student or chairperson will contact the Graduate Program Office if the agreement is terminated at any time. In the event of termination of the agreement, the Post-Licensure Programs Director will assign the student to a new chairperson.
- The CNL student must obtain permission/approval from the UW-Oshkosh Institutional Review Board (IRB) prior to beginning any project data collection. The form that is required to be submitted for approval for quality improvement activities is the **Institutional Review Board (IRB) Determination of Human Subjects Research Form for Quality Improvement/Quality Assessment Activities**. (Form found at: <https://uwosh.edu/sponsoredprograms/irb/forms/>). In addition to the copies that are requested for submittal by the IRB, the student must submit a copy to their chairperson and to their CNL instructor. Note: Students must complete the **Collaborative Institutional Training Initiative (CITI) Training Course** prior to submittal of the IRB Determination of Human Subjects Research Form for Quality Improvement/Quality Assessment Activities to the UW-Oshkosh IRB.
- Project work is completed at the students' practicum site, which is generally the students' place of work; if the agency is in agreement. This determination is made between the CNL instructor and the academic practice site nursing leaders. The focus of the scholarly project is at the frontline (microsystem). The CNL student will embark on this improvement journey and form an improvement team, a selected group of colleagues. Membership will vary based on type and size of the health care agency, and the system's unique capabilities and resources. Membership is generally includes the CNL student, CNL preceptor, microsystem interprofessional, and a meso system leader. The scholarly project and design must be based on data from the practicum agency and in mutual agreement with the practicum agency leaders, student's preceptor, project chairperson and the CNL instructor.□
- The student will facilitate practice change and system improvement based on assessment findings, risk anticipation, and analytics. The student and his/her improvement team will choose a worthy theme to focus improvement actions and develop a global aim (purpose) statement.
- The student will facilitate practice change by engaging all staff colleagues to effectively collaborate by utilizing quality improvement tools such as brainstorming, multi-voting, root cause analysis, process mapping, cause and effect diagrams, gap analysis, SWOT analysis (strengths, weaknesses, opportunities, and threats), etc.
- The student will facilitate practice change and system improvement based on the best available evidence. The CNL student will be required to maintain an evidence table that summarizes the description of each study's characteristics and formulates a critical appraisal of study findings and limitations. The student will evaluate the many approaches to translation in relation to the practice environment and clinical challenges at hand.
- The student will facilitate practice change by utilizing a four-step model of improvement, the Plan-Do-Study-Act (PDSA) framework. Completion of the first step (planning step) of the improvement model will be completed by the end of the N-757 course. The student will facilitate his or her inter-professional improvement team, to think through and plan for the details of the change idea/s the team wishes to test. The CNL student will utilize action plans and Gantt Charts to facilitate this planning process.

- The student should expect to produce multiple drafts and allow a 2-week turnaround time when turning in papers to their chairperson. It is helpful to turn in the most recent corrected draft with the current one so the chairperson may compare.
- A **project abstract** is required to be written by each CNL student during the N-757 course. The project abstract describes the project goals and must be attached to the IRB form prior to submission to the UW-Oshkosh IRB.

N759-CNL Practicum III (Immersion) (Final Semester-Spring)

- During the final spring semester **N759-CNL Immersion** course, the CNL student AND the improvement team members will complete the remaining sections of the P-**D-S-A** cycle. Improvement starts when the team is ready to test some changes (**D-** do step). The CNL student will facilitate change by leading the improvement team to carry out the plan. Problems and unexpected observations will be documented. Analysis of the data findings will begin. In the study (**S-**study step), the team will complete an analysis of the data, compare data to predictions and summarize what was learned. In the act (**A-**act step), the team will determine what changes are to be made and begin planning for another PDSA cycle if needed. The CNL student is required to represent all of the quality improvement process steps in their scholarly project (1 PDSA cycle at minimum).
- It is essential for the CNL student to anchor new ways of thinking, behaving and communicating in the daily environment of the microsystem. Systems and processes morph as time passes, and improvements can be lost unless someone is actively doing the follow through on the new and improved ways.
- The CNL student will evaluate the significance, value, and worth of the project. The student will be required to **create a poster and disseminate (present) the changes in practice and improvements in care outcomes, to a clinical site audience and/or a UW-Oshkosh College of Nursing graduate faculty, and graduate student audience.** CNL students are strongly encouraged to submit their abstracts in the fall to the American Association of Colleges of Nursing, for consideration for a poster or podium presentation at the CNL Summit, held annually each February.
- All students will submit copies of their poster to the College of Nursing Graduate Program Office.
- The **Acknowledgement of Completion of the MSN Culminating Project form** (Appendix C) must be signed by your Chair and submitted to the CON Graduate upon project completion.
- **References:**

American Association of Colleges of Nursing. (2013). *Competencies and Curricular Expectations for Clinical Nurse Leader Education and Practice*.

Nelson, E., Batalden, P., Godfrey, M. (2007). *Quality By Design-A Clinical Microsystem Approach*. Jossey-Bass, San Francisco.

Langley, G., Nolan T., Norman, C., Provost, L. (1966). *The Improvement Guide: A practical approach to enhancing organizational performance*. Jossey Bass Publications, San Francisco.

Additional Information and Forms for CNL Students

Culminating Project Chairperson Agreement

The Post-Licensure Programs Director assigns all Clinical Nurse Leader students to a Culminating Project Chairperson upon entering the program. The Graduate Program Assistant will email the student and chairperson to introduce the chairperson and student to each other so that communication may begin. After making initial contact with the Culminating Project Chair, the Clinical Nurse Leader student must complete a

Culminating Project Chairperson Agreement (Appendix A) with their assigned chairperson. This agreement between the student and chairperson may be terminated in cases in which the agreement is no longer viable for either party. If the agreement is to be terminated, the student and chairperson must complete a **Termination of Culminating Project Chairperson Agreement (Appendix B)**. The student or chairperson will contact the Graduate Program Office if the agreement is terminated at any time. In the event of termination of the agreement, the Post-Licensure Programs Director will assign the student to a new chairperson.

You should expect multiple drafts and allow a 2-week turnaround time when handing papers to your chairperson. It is helpful to turn in the most recent corrected draft with the current one so the chairperson may compare drafts.

In planning the timeline for working on your culminating project, keep in mind that most faculty have a 9-month contract; they do not have contractual obligations to the university during the period from the end of spring interim to the beginning of the fall semester. If you plan to work on your culminating project during the summer months and anticipate needing guidance from your chairperson, you should discuss this ahead of time. Do not assume faculty will accommodate your schedule or that you are the only student that the faculty member is advising.

Dissemination Requirements for MSN Culminating Projects

Evidence of dissemination

All students must complete a scientific poster reflecting their MSN Culminating Project for submission and presentation at the UWO Celebration of Scholarship Event in Spring of the final semester. In addition, one of the following may be considered:

o If you are completing a manuscript, remember that you must submit it to a peer reviewed journal. After you submit to a journal you should receive a letter or email confirming your submission. This confirmation letter/email from the journal will serve as proof of your dissemination.

o If you are presenting a poster or a podium presentation at a regional/national/international meeting, you will need to submit evidence of your presentation. This may be in the form of an acceptance letter from the conference organizers or other such documentation showing your acceptance/invitation to present.

Appendix A MSN Culminating Project Chairperson Agreement



I _____ agree to serve as MSN Culminating Project

(Faculty Member)

Chair for _____
will

(MSN student)

. I understand that the student

follow all MSN Scholarly Project procedures, and comply with deadlines. I agree to provide timely feedback (allowing at least 2 weeks) after receiving student work. If the student fails to follow procedures, does not comply with deadlines, or otherwise fails to appropriately communicate, I understand that I may terminate this agreement.

Faculty Signature Date

Student Signature Date

Appendix B

Termination of MSN Culminating Project Chairperson Agreement



I _____ am requesting to terminate my MSN

(Student or Faculty)

Culminating Project Chairperson Agreement with _____.

(Student or Faculty)

Signature

Date

Appendix C

Acknowledgement of Completion MSN Scholarly Project

PROJECT TITLE

by

STUDENT'S NAME

The above-named student has successfully completed all components
of the MSN Scholarly Project process
In Partial Fulfillment of the Requirements
For the Degree of

MASTER OF SCIENCE IN NURSING

EMPHASIS

at

University of Wisconsin Oshkosh
Oshkosh, Wisconsin 54901-8621

DATE

ACKNOWLEDGEMENT

_____ MSN Project Chair

_____ Date Acknowledged



Appendix D

Approval to Disseminate Results of MSN Culminating Project

PROJECT TITLE

by

STUDENT'S NAME

The above-named student has received MSN Culminating Project Chair approval to disseminate the findings of their University of Wisconsin Oshkosh College of Nursing MSN Culminating Project to the following professional organization:

****UWO Celebration of Scholarship Event Poster:** _____ Date: _____

Professional Conference: _____ Date: _____

Peer reviewed Professional Journal: _____ Date: _____

Professional Organization Executive Management Team: _____

Date: _____

APPROVAL

_____ MSN Culminating Project Chair

_____ Date Approved

****Required for all MSN culminating projects**